

DEPARTMENTS OF THE ARMY AND THE AIR FORCE

NATIONAL GUARD BUREAU 1411 JEFFERSON DAVIS HIGHWAY ARLINGTON, VA 22202-3231

NGB-ARS (135)

25 April 2001

MEMORANDUM FOR THE ADJUTANTS GENERAL OF ALL STATES, PUERTO RICO, THE VIRGIN ISLANDS, GUAM, AND THE COMMANDING GENERAL OF THE DISTRICT OF COLUMBIA

SUBJECT: (All States Log Number P01-0027) State Medical Readiness Programs Director, Deputy State Surgeon (DSS) Position

- 1. Medical Readiness is critical to meeting the increased OPTEMPO requirements placed on the Army National Guard (ARNG). In order to meet the increased workload requirements and provide essential oversight to State Medical Readiness Programs, each State/Territory received one Full-Time Support (FTS) technician requirement documented in paragraph 1228 of the Fiscal Year 2001 FTS manpower voucher.
- 2. The position is intended to be filled with an Army Medical Department (AMEDD) Officer Branch Immaterial (O5A), utilizing PD# 70296000 (See enclosed, DSS/ Medical Readiness Program Director Position Description). The mix-of-the-force code for this position is D: Technician, requirement may be filled by an Active Guard Reserve (AGR).
- 3. The DSS functions as a Deputy Director and as the senior full-time member in the State Surgeon Directorate; serving as the State Surgeon's full-time representative, coordinating and formulating the execution of plans, programs, policies, and procedures for medical readiness. The DSS reports directly to the State Surgeon and to the Chief of Staff as the State Surgeon representative. The full-time DSS serves as the single point of contact for all medical readiness policies, programs, issues, and actions for the State, providing the coordination link between the State Area Command (STARC), the Office of the ARNG Surgeon, and the Regional Medical Commands. This senior AMEDD full-time representative at the STARC provides for increased State Surgeon participation and input in the planning, programming, and budgeting process for medical readiness programs, ensuring State compliance with National policy, directives, and law.
- 4. Coordination of State medical functions and activities with the DSS will ensure medical professional supervision and input into essential medical readiness programs. These programs include, but are not limited to, AGR Health Care Management, Line of Duty/Active Duty Medical Extension Medical Case Management, Occupational Health Medical Programs, Medical Logistics, Medical Record Maintenance, and AMEDD Professional Officer Procurement and Development. The DSS supervision of all State medical programs will also provide professional medical oversight to command health programs, medical aspects of mobilization, deployments, operations; continuing medical



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education, sustainment training, credentialing of health care professionals, and other medical related programs.

- 5. The individual selected to fill the DSS position should be a qualified and experienced AMEDD Officer. Given the broad responsibilities of the DSS position, the selected AMEDD Officer should possess a background in all aspects of medical readiness. Current competency in AMEDD Branch skills is critical to the success of this position and to the medical readiness of the ARNG.
- 6. This memorandum expires 31 March 2002, unless sooner rescinded or superseded.
- 7. Point of contact is Colonel Deborah C. Wheeling, Chief, Clinical Services, Office of the Chief Surgeon, at 703-607-7143 or DSN 327-7143

FOR THE CHIEF, NATIONAL GUARD BUREAU:

Encl as ROGER C. SCHULTZ Major General, GS

Director, Army National Guard

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Position Description(s) Release

FOR IMPLEMENTATION BY THE HRO

RELEASE DATE: 25 April 2001

RELEASE NO.: CRA 01-1009

RELEASING AUTHORITY: NGB-HR

OFFICE of PRIMARY RESPONSIBILITY: NGB-ARS

SUBJECT: ARNG Deputy State Surgeon (DSS)

POSITION DESCRIPTIONS (PD): 70296000

This release contains a position description (PD) that is established to support the State Medical Readiness Program. It is identified with the official title of Health System Specialist, as required, and an organizational title (found in Block 16 of the OF-8) of Deputy State Surgeon. The Deputy State Surgeon/Health System Specialist (70296000) is established to represent the State Surgeon on a full time basis. NGB-ARS has provided 50% of the funding for this new position through FY03.

POC for this release is Ed Marchetti at DSN 924-9256, CML (801) 595-2256 or at e-mail address: ed.marchetti@utsalt.ang.af.mil. Any questions concerning NDS positions, staffing, qualifications, or compatibility should be referred to NGB-HRS, LTC Cynthia Miles at DSN 327-1509 or e-mail: cynthia.miles@ngb.ang.af.mil. The functional OPR for this package is COL Deborah Wheeling, DSN 327-7143, CML (703) 607-7143 e-mail: deborah.wheeling@ngb.army.mil.

Enclosures

//Signed//
Dennis N. Charlton
Chief, Classification Activity

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NSN 7540-00-634-4265 Previous Edition Usable 5008-106 Optional Form 8 US Office of Personnel Management (USOR4), FR14 CHAPTER 295 [Equivalent]

SUMMARY OF PERSONNEL ACTIONS

This classification package provides a National Guard technician position description. If the new position description does not reflect actual performance and responsibilities performed at the work site and no change in title, series or grade is necessary, pen and ink changes or an addendum may be made. Exception position descriptions should be developed and exception position procedures implemented when any title, series, pay category or grade changes are required as determined by the State Human Resource Office Classification Specialist. Existing encumbered exception position descriptions in this functional area will need to be examined by State Classification Specialists to determine whether they can be replaced by the standard position description in this package or if their continued use is required.

NEW PD	COMPATIBILITY
70296000, Health System Specialist, GS-0671-11	OFF: O5A Army Medical Department, Branch Immaterial

25.

DUTIES:

The Deputy State Surgeon (State Medical Readiness Program Administration) position is located in the State Area Command (STARC). The purpose of the position is to plan, coordinate, direct, and implement the medical readiness administrative programs of the state. The incumbent serves as the State Surgeon's full time representative. A comprehensive working knowledge of 40 Series (Medical) Army regulations, Army Medical Department Regulations, Medical Command (MEDCOM) Regulations is required. Army Medical Department (AMEDD) Branch qualification is required.

This position requires military membership. It is designated for National Guard officer incumbency only. The incumbent provides subordinate guidance and team leadership to Non Dual Status and Dual Status employees. Incumbent plans, organizes, manages, and performs duties necessary to accomplish medical administration functions in support of programs essential to state Army National Guard daily operations, training, and readiness missions. Fosters an environment conducive to teaming among service providers and customers to meet state Army National Guard requirements.

- -- Oversees and manages the ARNG medical readiness program of the state, which includes planning, coordinating, and providing direction to all medical resources within the state. Direct responsibilities include, but are not limited to, command health programs, medical/dental aspects of mobilization, deployment and operations, medical education, sustainment, proficiency training, credentialing of health care professionals; fiscal management; policy development and implementation, medical support for accomplishment of various missions, including the support of country, state, and federal agencies involved in various natural disasters and civil emergencies.
- -- Plans, coordinates, and institutes medical policies to implement federal law and higher-level directives to provide optimum support to subordinate organizations. Coordinates with support organizations to assure an integrated approach to the solution of problems. Assesses the impact of changes in or to the medical program and coordinates with all principal parties to ensure that these changes do not exceed core capabilities. Confers with applicable support functions to ensure that medical requirements are being satisfied. Programs managed are substantial and subject to frequent change, and include unpredictable and unique problems for which there is no precedent. Changes often require reprogramming of resources. Identifies medical readiness trends; develops and issues guidance when warranted. Develops new procedures to solve unprecedented problems/issues. Chairs meetings to coordinate work to be accomplished by various commanders and full-time support personnel that must work as a team to accomplish tasks and goals.
- -- Represents the State Surgeon as the principle full-time medical advisor to the Adjutant General, the Chief of Staff, and other directorate level staff

elements, and as a liaison with all NGB, State, and Federal organizations concerning matters relevant to medical readiness.

- -- Administers all resources budgeted to the state for medical programs. Oversees the preparation of a proposed annual budget for the state medical readiness program to include funding from DA, NGB, and state sources. Conducts staff conferences to determine budget impacts caused by increased costs, changes in programs and policies, readiness requirements, and new program requirements. Approves the annual state medical readiness budget request prior to submission for National Guard Bureau approval. Manages all money budgeted to the state for medical readiness and approves all changes which may need to be made due to unforeseen problems. Ensures that training requirements for medical personnel are met. Ensures that medical training and medical logistical readiness of all units are in accordance with the priority of the units concerned. Develops and monitors a medical proficiency training program along with current and long range plans that provide adequate facilities, personnel, and equipment for support of the medical readiness program.
- -- Performs other duties as assigned.

<u>Factor 1 – Knowledge Required by the Position:</u>

FL 1-7

1250pts

- -- Knowledge of qualitative and quantitative techniques for analyzing and measuring the effectiveness of the state medical program. This knowledge is applied in conducting studies, analyzing findings, and making recommendations on the state medical readiness programs to the State Surgeon. Knowledge of the mission, organization, and programs throughout the state, ARNG, the NGB Surgeons Office, U.S. Army Medical Command, and the relationship of each to there supported activities.
- -- Knowledge of NGB strategic medical management objectives and policies to develop guidance on techniques for effective implementation and operation of the state medical readiness program. Knowledge is used to develop procedures and directives to determine what to measure how to measure, and define the results for program effectiveness.

Factor 2 - Supervisory Controls:

FL 2-4 450pts

--Works under the general supervision of the State ARNG Chief of Staff performing duties in accordance with established policies and procedures, or verbal instructions. Incumbent functions with a wide degree of latitude, independence of action, and a high degree of initiative, resourcefulness, and judgment. Work is evaluated in terms of overall effectiveness, attainment of established objectives, and results of the state medical administration readiness program.

Factor 3 - Guidelines:

FL 3-3 275pts

-- Guidelines consist of ARNG medical regulations, Army Medical Department regulations, and state regulations and policies. The incumbent uses judgment in choosing, interpreting, or adapting available guidance to specific issues or subjects.

Factor 4 - Complexity:

FL 4-4 225pts

-- Work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems of effectiveness and efficiency of work operations in the state medical readiness program. Serves as a management advisor with responsibility for performing a variety of analytical studies and projects related to the state medical readiness program. The work requires the application of qualitative and quantitative techniques that frequently require modification to fit a wider range of variables to determine program effectiveness.

Factor 5 - Scope and Effect:

FL 5-4 225pts

-- This position was established to provide management, direction, and execution of the state medical readiness administration program in the state. The purpose of the work is to implement or to direct the implementation of the medical administration program and to evaluate the productivity, effectiveness, and efficiency of these processes on work operations in all functional areas. Work contributes to improving efficiency in work operations and its impact upon the plans, goals, and effectiveness of the unit mission.

<u>Factor 6 – Personal Contacts</u>:

and

Factor 7 – Purpose of Contacts:

FL 2b 75pts

- -- Contacts are with functional managers at unit level, state MACOM level, counterparts in other states, NGB regional medical commands, MEDCOM, AMEDD Center and School, and other DA and DOD staff organizations as indicated.
- -- The purpose of the contacts is to provide advice, information, and/or guidance, and to influence and motivate organizational officials toward a personal commitment to the state medical readiness administrative program.

Factor 8 – Physical Demands

FL 8-1

5pts

-- The primary work of this position is sedentary, although some light physical effort or exertion may be required.

Factor 9 – Work Environment:

FL 9-1

5pts

-- Work is generally performed in an office environment that is adequately lighted and climate controlled. May require occasional travel in the

performance of official duties. Incumbent may be required to fly in military and/or commercial aircraft to perform temporary duty assignments.

EVALUATION STATEMENT

A. Title, Series, and Grade: Health Systems Specialist, GS-0671-11.

B. References:

- USOPM PCS for Health System Specialist Series, GS-0671, Dec 79, TS-38.
- 2. USOPM Administrative Analysis Grade Evaluation Guide, Aug 90.
- C. <u>Background</u>: This new position is established to represent the State Surgeon on a full time basis. The purpose is to ensure the state medical readiness program will enhance the state's mission capability.

D. Series, Title and Grade Determination:

- Series: The purpose of this position is to provide management 1. and direction in the implementation and operation of the state medical readiness program. The accomplishment of work tasks requires the incumbent to apply analytical ability, judgment, discretion, and knowledge of medical administrative and program principles and concepts, which are health-oriented in character. The GS-0671 series includes positions which "...advise on and/or coordinate administrative policies, programs and operations... and "require specialized knowledge of the basic principles and practices related to the management of a health care delivery system and the ability to apply this knowledge to solve the unique problems arising in the particular health care delivery system in which they serve." This position has responsibility for a state wide medical program that involves knowledge (Occupational Health Nurse, Medical Administration, Immunizations, Physicals, etc.) in several disciplines as well as being Army Medical Department (AMEDD) Branch qualified. Therefore, subject position is allocated to the GS-0671 Series.
- 2. <u>Title</u>: The prescribed title for positions in the GS-0671 series is "Health System Specialist".
- 3. <u>Grade</u>: The GS-671 series contains no grading criteria, the Administrative Analysis Grade Evaluation Guide, was used to evaluate this position. The results of that evaluation are contained in the attached Factor Evaluation System Position Evaluation Statement.

E. <u>Conclusion</u>: Based upon the above evaluation this position is classified as Health System Specialist, GS-0671-11.

Classifier: Ed Marchetti NGB Personnel Management Specialist Date: 25 Apr 01

FACTOR EVALUATION SYSTEM POSITION EVALUATION STATEMENT

FACTOR	LEVEL	POINTS	REMARKS
KNOWLEDGE REQUIRED	1-7	1250	
2. SUPERVISORY CONTROLS	2-4	450	
3. GUIDELINES	3-3	275	
4. COMPLEXITY	4-4	225	
5. SCOPE AND EFFECT	5-4	225	
6. PERSONAL CONTACTS and 7. PURPOSE OF CONTACTS	2b	75	
8. PHYSICAL DEMANDS	8-1	5	
9. WORK ENVIRONMENT	9-1	5	
TOTAL POINTS ASSIGNED	D:	2510	GRADE: GS-11

FINAL CLASSIFICATION: Health System Specialist, GS-0671-11.

CLASSIFIER: Ed Marchetti NGB Personnel Management Specialist DATE: 25 Apr 01